

Creating YE Documents for Period-End Estimate for Revenue

To record a period-end estimate for revenue, you must create a YE document. Below is an example of the YE document Header Screen:

YE Header Screen Example

COMMND:	DOCID: 1	01/06/03 13:50:39
STATUS:	BATID:	SEC2:
H-		
STANDARD VOUCHER DOCUMENT		
SV DATE:	ACCOUNTING PERIOD: 2	
ACTION: 3	EXPENSE(E), REVENUE(R), GL(G), BUDGET(B): 4	
BUDGET FYS:	FUND:	
REVERSAL PERIOD: 5		
COMMENT:	BUDGET OVERRIDE IND:	
REF TRANS ID:		
DOCUMENT TOTAL: 6		
DESCRIPTION: 7		

The table below shows required fields for the YE document header screen. The fields are numbered in the example screen above.

YE Header Screen Required Fields

#	FIELD	Data	
1	DOCID	Trans Code	YE (Type of Document)
		Sec 1 Code	Enter the appropriate SEC 1 Code
		Document #	YYEST# where: YY = last 2 digits of the fiscal year
2	ACCOUNTING PERIOD	Enter the accounting period in MMYT format.	
3	ACTION	E (Enter New Document)	
4	EXPENSE (E), REVENUE (R), GL (G), BUDGET (B)	R (Revenue)	
5	REVERSAL PERIOD	Enter the accounting period in which the reversal should take place (MMYT)	
6	DOCUMENT TOTAL	Enter period-end estimate amount	
7	DESCRIPTION	Month End Reimbursement Estimate /Year End Reimbursement Estimate – Provide a meaningful description.	

To enter a YE document header for estimates, follow the steps outlined in the table below.

**YE
Document
Header
Screen
Instructions**

Step	Action
1	Type L in ACTION (of any FFIS table screen)
2	In the TABLEID field type YE
3	Press the spacebar twice to clear possible remaining data
4	Press Enter and the YE Header Screen appears
5	Tab to the DOCID field. The transaction code YE should be displayed.
6	Tab to the next field and type in the appropriate SEC 1 Code
7	In the next field type in YYEST# (YY = last 2 digits of the budget fiscal year)
8	Press Enter
9	Tab to ACCOUNTING PERIOD and type in the accounting period in MMY format.
10	Tab to ACTION and type E
11	In the EXPENSE (E), REVENUE (R), GL (G), BUDGET (B) field type E
12	Tab to REVERSAL PERIOD and type the accounting period (2 digits for month and year) in which the reversal should take place
13	Tab to DOCUMENT TOTAL and type in the total of all lines for this document.
14	Tab to DESCRIPTION and enter a meaningful description for this transaction. A description entered on the Header Screen will be implied to all document Line Screens with a blank description field.

Below is an example of a YE document line screen.

**YE
Document
Line
Screen
Example**

COMMND:	DOCID:	01/06/03 15:16:54	
STATUS:	BATID:	SEC2:	000-000 OF 000
01 -			
LINE NUMBER: 1	TRANS TYPE: 2	EXP/REV/GL/BUD:	
BUDGET FYS:	FUND:	DIVISION:	
BUDGET ORG/SUB:	COST ORG/SUB:	PGM: 3	
BOC/REV SOURCE: 4	SUB BOC/SUB SRCE:	JOB:	RPTG:
CLOSED BFYS:	CLOSED FUND:		
VENDOR: 5	NAME:	QUANT:	
SCHD FISC YR:	SCHD CAT:	SCHD TYP:	SCHD NO:
D.O.:	GUEST SYMBOL:		
REF TRAN ID:	DOC TYP:	AGREE #:	ADV:
INVOICE NO:	INVOICE DATE:	INVOICE LINE:	
AMOUNT: 6	INC/DEC IND:	ACC DATE:	OBL FY:
DESCRIPTION: 7	TREAS NO:		

The table below shows required fields for the YE document line screen. The fields are numbered on the example on the previous page.

**YE
Document
Line
Required
Fields**

#	Field	Data
1	LINE NUMBER	Line number from 001 to 999 (start with Line 001)
2	TRANS TYPE	FS (for revenue/reimbursement)
3	PGM	Appropriate Program Code (accounting code)
4	BOC/REV SOURCE	Appropriate Revenue Source Code
5	VENDOR	Vendor Code
6	AMOUNT	Line amount
7	DESCRIPTION	An appropriate description that will help identify the estimate line in future periods

To enter a YE document Line Screen for estimates follow the steps outlined in the table below:

**YE
Document
Line
Instructions**

Step	Action
1	In the LINE NUMBER field type in a 3-digit number for each line from 001 to 999
2	In the TRANS TYPE field type FS (for revenue/reimbursement)
3	Tab to PGM and type in the Program Code from PGMT
4	In the BOC/REV SOURCE field type in the revenue source code
5	Tab to VENDOR and type the Vendor Code
6	Tab to AMOUNT and type in the period-end estimate amount
7	Tab to DESCRIPTION. If a description was not entered on the Header Screen which applies to this line, type a meaningful description.
8	Press Enter. A new YE Line Screen appears. Repeat Steps 1 through 8 as necessary.
9	Press the Home key and type E in COMMND and press Enter to edit the document.
10	If there are no error messages at the bottom of the screen, provide the appropriate supporting documentation to an approving officer.